CALIFORNIA DEPARTMENT OF AGING
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)
PROJECT NARRATIVE INSTRUCTIONS

The following instruction documents the format required for the completion of the Project Narrative. This year, grantees may choose to either submit an entire document using information submitted last year or only submit requested updates. PLEASE READ EACH SECTION OF THE INSTRUCTIONS CAREFULLY.

Projects should address, in their overall narrative, how they plan to implement and meet (or exceed) their baseline levels-of-performance for all required measures. HIGHLIGHT ALL CHANGES INCLUDED IN EACH SECTION IN BOLD TYPE.

FORMAT: No Change.

CONTENT: Some additional information requested. Include, if appropriate.

SECTION 1 – TECHNICAL APPROACH

A. Plan of Action.

(1) Recruitment and Selection of Participants. No Change. Update if appropriate.

(2) Continued Eligibility for Enrollment in the SCSEP. No Change. Update, if appropriate. Reminder: Self-attestation of income eligibility, without appropriate documentation, is not permitted.

(3) Physical Examinations. No Change. Update, if appropriate.

(4) Orientation. **New request**: Include current copies of your operations manuals and procedures, including orientation materials provided to participants on policies. Update other requirements, if appropriate.

(5) Assessment. No Change. Update, if appropriate.

(6) Individual Employment Plan (IEP). **Change.** The IEP should be reviewed and updated at least **twice** during every 12-month period. More successful projects generally update the IEP more frequently (e.g., on a continuing or as needed basis).

(7) Assignment to Community Service. **Title changed**. Placement into subsidized employment/job is now referred to as assignment to community service. Update other requirements, if appropriate.

(8) Training During Community Service Assignment and Other Training. **Additional information and other change requested.** Projects should specify how they would leverage other DoL training opportunities, such as the Disability Program Navigators

at local One-Stop Career Centers and the Registered Apprenticeship Program. Note: As cited in OWB 04-04, (1) no project may require a participant to pay for SCSEP training; (2) workers' compensation provided for participants must include coverage for both onsite and offsite paid community service training activities; and (3) stand alone job search activities or job clubs are not permitted.

New training option—On-the-job experience (OJE). Permissible training activities include: community service job training, skills training, classroom instruction, lectures, seminars, individual instruction, training through other employment and training programs and/or colleges, **OJE**, and self-development training.

For those SCSEP Projects who wish to exercise the **OJE training option**, refer to OWB 04-04 for complete instructions regarding the implementation of this option. Projects must receive CDA approval prior to implementation of this option. A participant can only be given this option once in any 12-month period. The narrative should describe the types of OJE projects that are contemplated, including specific locations anticipated; how much employers will be reimbursed for participating; how many hours participants will work; and how many weeks the projects will last. Sample descriptions of anticipated training to be provided to the participant must be included. Attach a sample contract to the Project Narrative.

(9) Supportive services. No Change. Update, if appropriate.

(10) Participant transportation. No Change. Update, if appropriate.

(11) Placement into unsubsidized employment. **Additional information requested.** Include the cooperative measures that will be taken with the DoL Work Opportunity Tax Credit Program in support of this effort. These strategies should support the President's and the Employment and Training Administration's focus on high-growth industries, i.e., health care, information technology, biotechnology, geospatial technology, automotive, retail, advanced manufacturing, construction, transportation, hospitality, financial services, and energy.

Under the new regulations, follow-up is required at 30, 90 and 180 day intervals, or six months after initial placement in order to satisfy program standards.

Projects that were unable to place the number of participants that equals at least 20 percent of their annual authorized positions into unsubsidized employment and/or to reach the 140 percent service goal in the prior year (Fiscal Year 2003/2004) must submit a plan of action for addressing the goal(s) in the forthcoming year, which will be made part of the special clauses for such project. If an applicant has already exceeded the goal for the current year, a corrective action plan is not required.

(12) Maximum Duration of Enrollment. No Change. Update, if appropriate.

(13) IEP-Related Terminations. No Change. Update, if appropriate.

(14) Participant Complaint Resolution. **New information requested.** Attach an example of the written explanation of the due process system that is given to each participant. Note: If your attached participant orientation materials address complaint resolution procedures, that will suffice to satisfy this requirement. Update other requirements, if appropriate.

(15) Over-Enrollment. No Change. Update, if appropriate.

(16) Maintenance of Effort. No Change. Update, if appropriate.

(17) Procedures for Payroll and Payment of Workers' Compensation Costs. **New section.** Describe how payroll and workers' compensation premiums are paid. Include in this description an estimate of how much is paid in a grant year for workers' compensation premiums and separately for workers' compensation claims. Note: In FY 2004-05, **it will not be permissible to delegate the responsibility of providing workers' compensation coverage to host agencies.** This section applies to program participants' costs only**.**

(18) Collaboration. **New section.** Describe how you will collaborate with other entities serving the same geographic area (e.g., the One-Stop Delivery System or other grantees) to maximize opportunities for SCSEP participants to obtain intensive and training services and to move into unsubsidized employment. Also describe plans for referring or co-enrolling job ready individuals to the One-Stop Career Centers.

B. Performance Standards and Reporting Requirements. **New title and additional information requested.**

Describe plans for implementing in FY 2004-05 the new performance standards and reporting requirements including the purchase of computer and Internet access for all local persons who have data entry responsibilities. Describe how existing staff resources will be augmented to meet the increased data collection and reporting needs. **Note: Collection of all data is required as of July 1, 2004.**

Specify:

(1) the number of authorized community service positions under the program;

(2) the number of unsubsidized placements to achieve at least a 25 percent placement rate during the funding period; and

(3) the number of participants to be served (at least 140 percent of authorized positions) during the program year.

SECTION 2 – PROGRAM ADMINISTRATION

A. Organizational Structure. No Change. Update, if appropriate.

B. Subproject Management. No Change. Update, if appropriate.

C. Training of Subproject (Local) Staff. No Change. Update, if appropriate.

D. Project Monitoring. No Change. Update, if appropriate.

E. Financial Monitoring. No Change. Update, if appropriate.

F. Audits. No Change. Update, if appropriate. Reminder: Attach a copy of your most recent audit.

SECTION 3 – CONTINGENCY PLAN FOR PARTICIPANTS

No Change. Update, if appropriate.